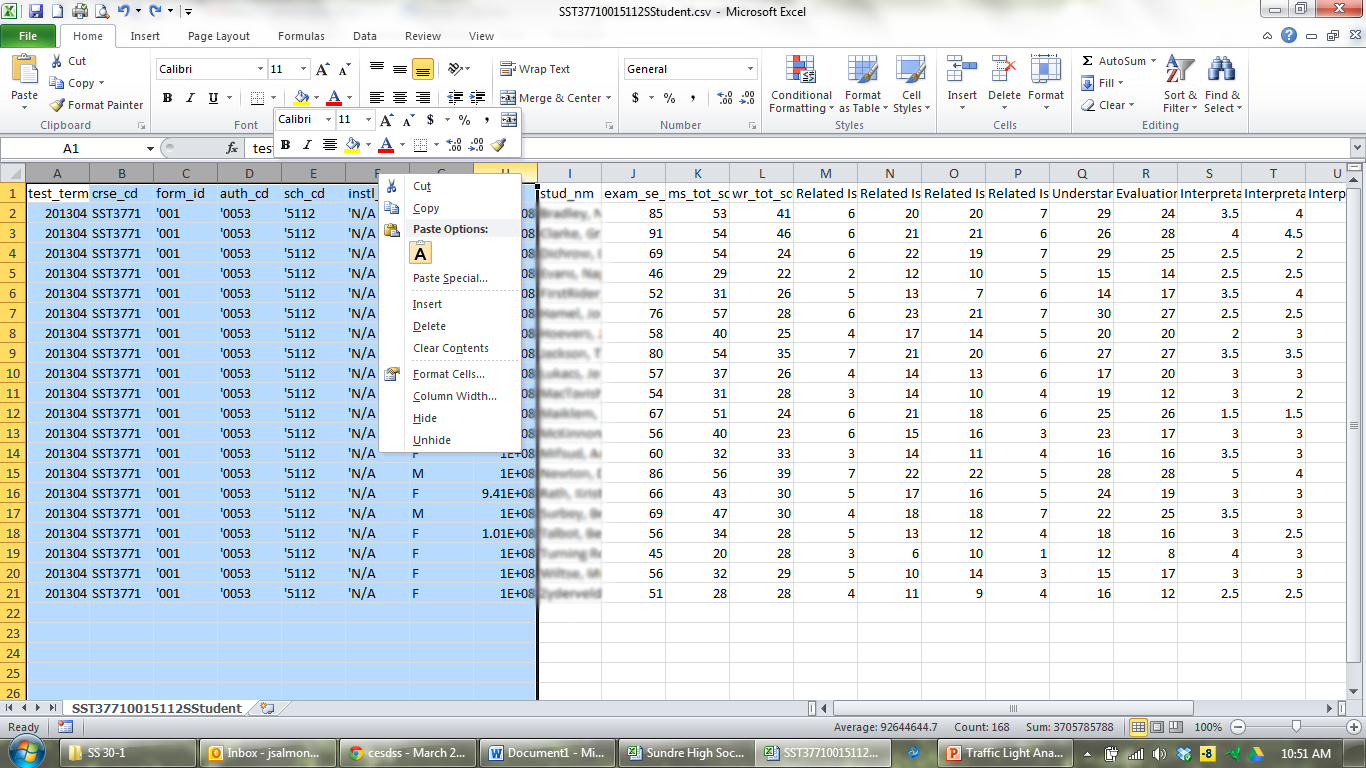
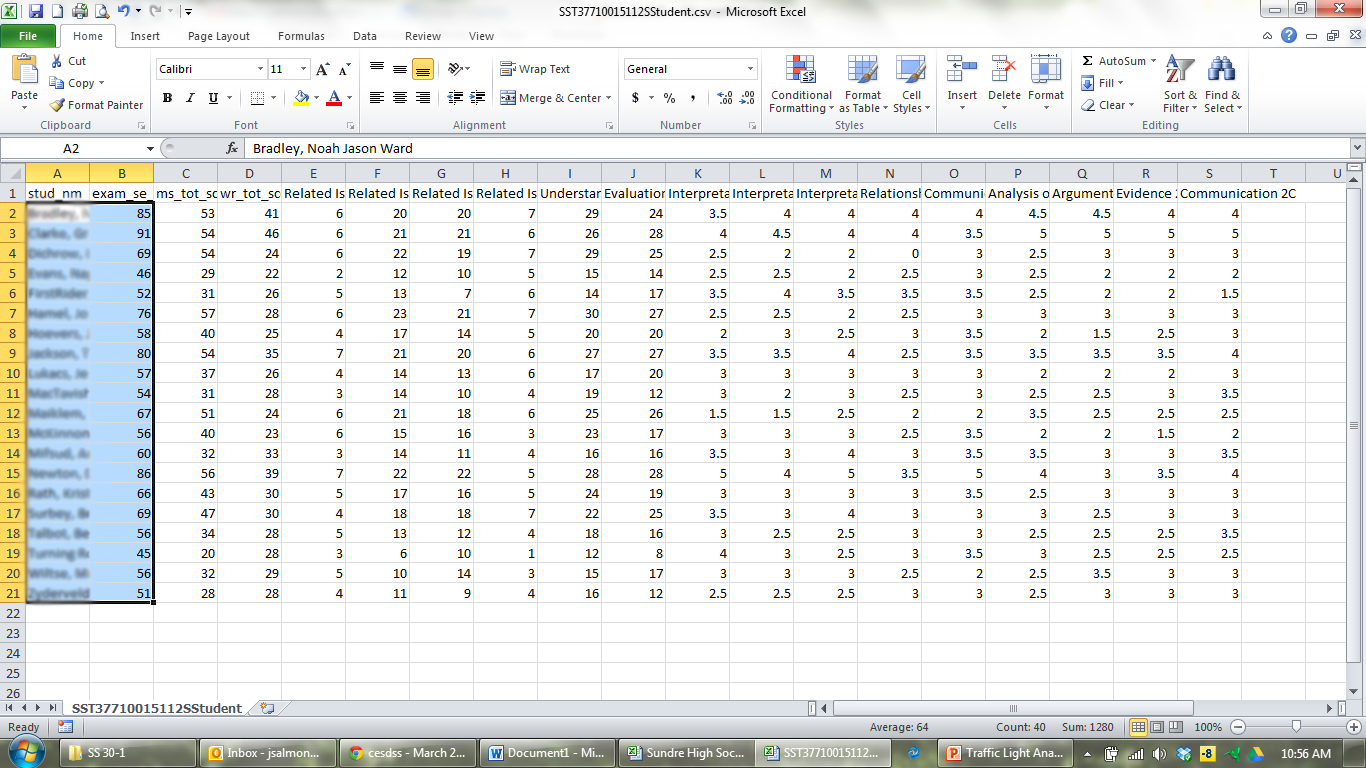
S.S. 30-1 Histogram Template Instructions

1. You will need 3 files open. The PDF results file, Excel results file and the Excel Histogram template.
2. Within the Excel results file, highlight columns A – H, right click and select delete.



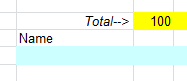
1. Within the Excel results file, select all student names (now Column A) and exam scores (Column B). Do not select the title cells (Row 1). Copy.



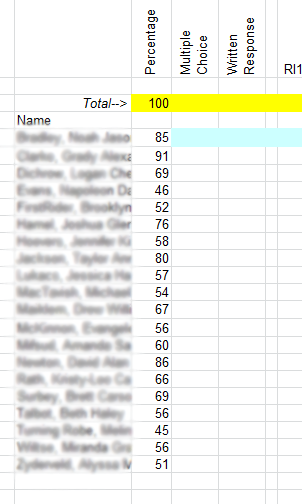
1. Within the Histogram template:
   1. Choose the appropriate term tab:



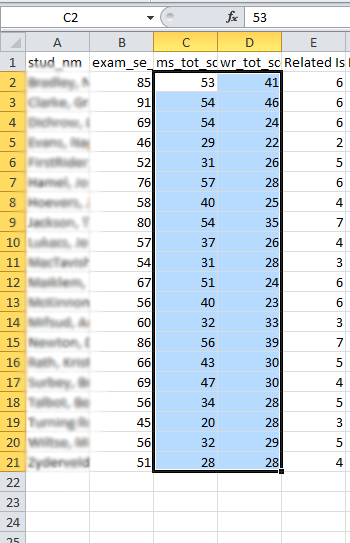
* 1. Select the “Blue” cell under name.



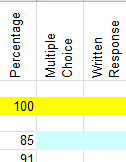
* 1. Paste.



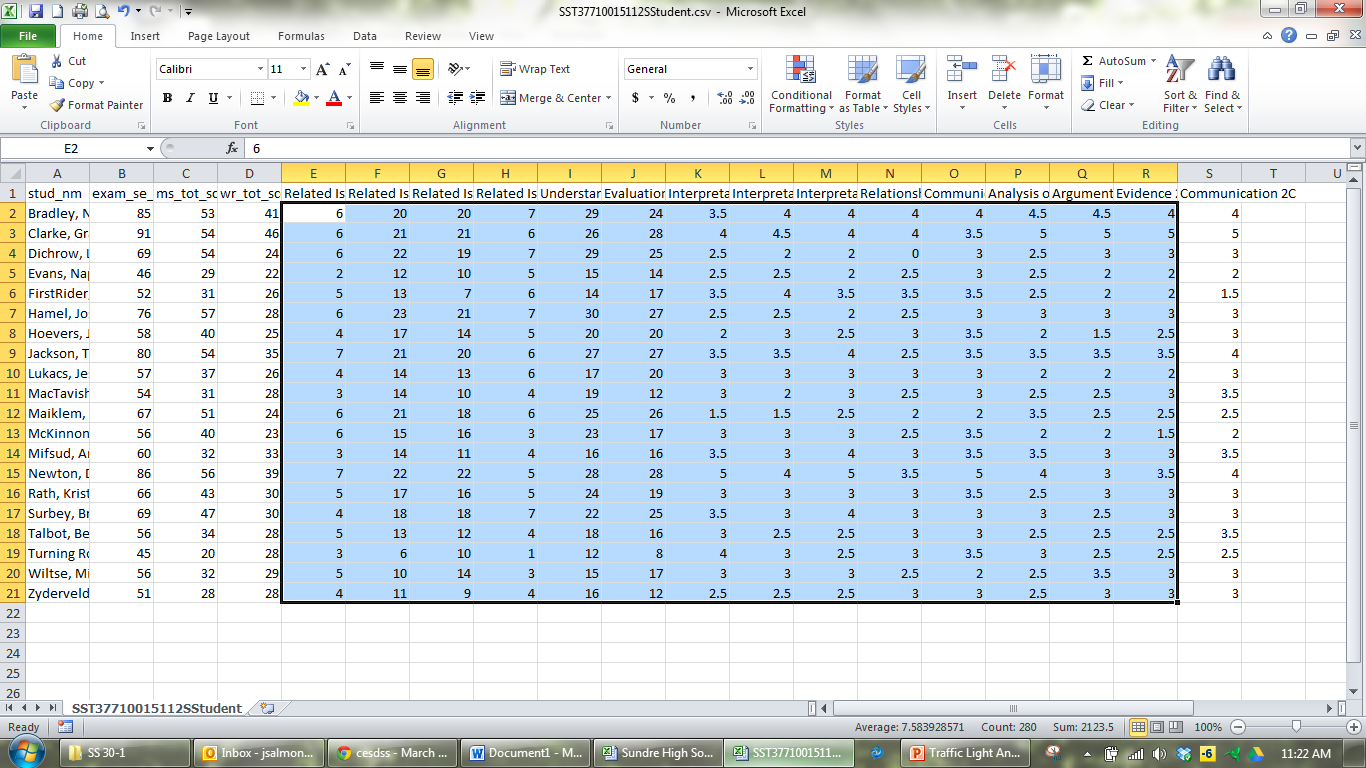
1. Within the Excel results file, select and copy the Multiple Choice (Column C) and Written Response (Column D) raw scores. Again, do not select Row 1.



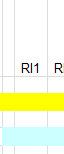
1. Within the Histogram template, select the “Blue” cell under the Multiple Choice column.



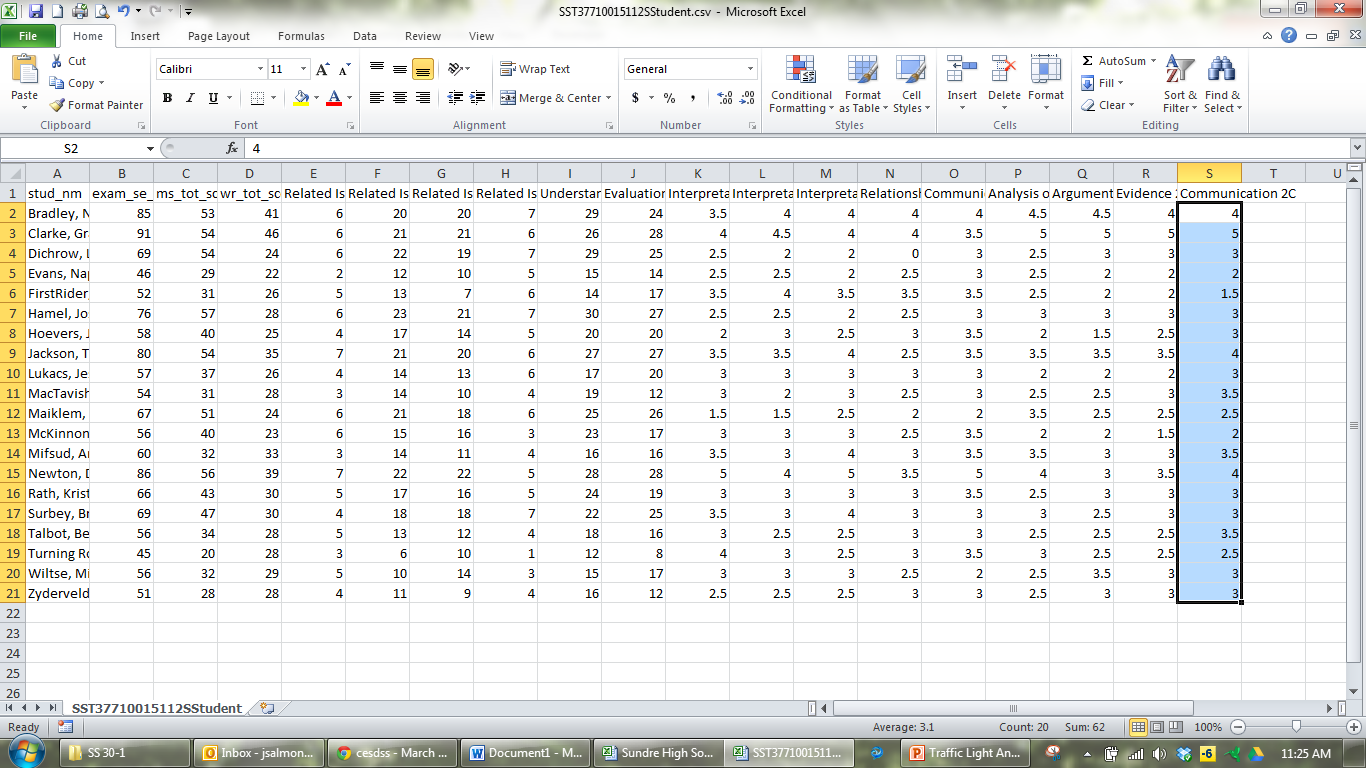
1. Paste
2. Within the Excel Results file, select and copy the scores from Column E to Column R (not Row 1).



1. Within the Histogram template, select the “blue” cell under the RI1 column.



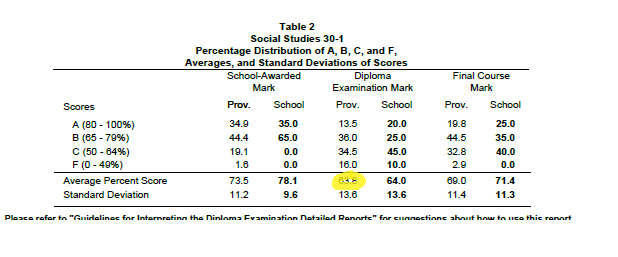
1. Paste.
2. Within the Excel results file, select and copy Column S (not Row 1).



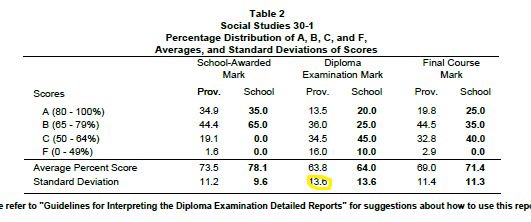
1. Within the Histogram template, select the “blue” cell in the 2C.



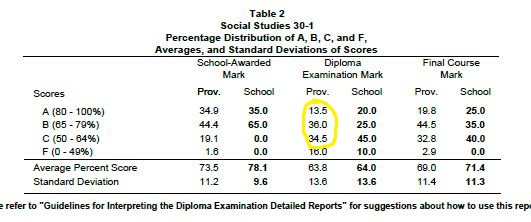
1. Paste.
2. To fill in the Yellow Cells within the Histogram template:
   1. B2, write School Name
   2. B5, write 50.
   3. B6, write 80.
   4. D14 – in the PDF results file, Table 2



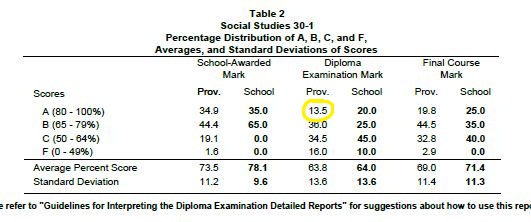
* 1. D15 – in the PDF results file, Table 2



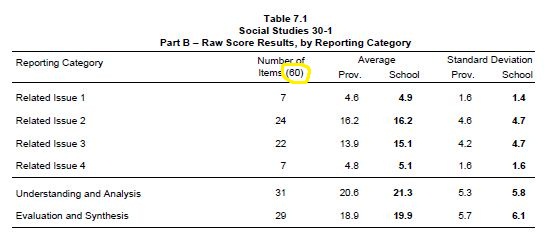
* 1. D17 – in PDF results file, Table 2, add the 3 circles numbers



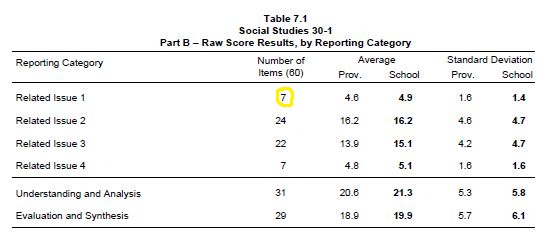
* 1. D18 – in PDF results file, Table 2



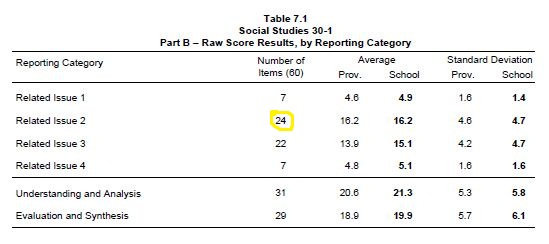
* 1. J6 – in PDF results file, Table 7.1



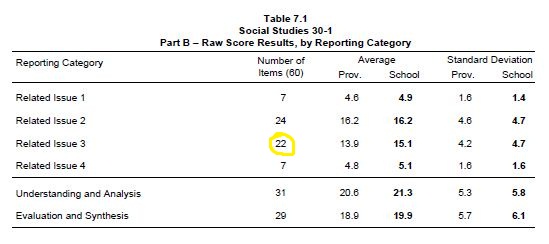
* 1. K6 – write 45
  2. L6 – leave empty
  3. M6 – in PDF results file, Table 7.1



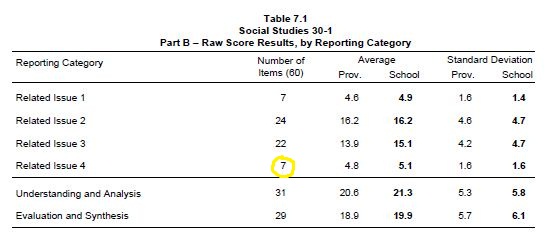
* 1. N6 – in PDF results file, Table 7.1



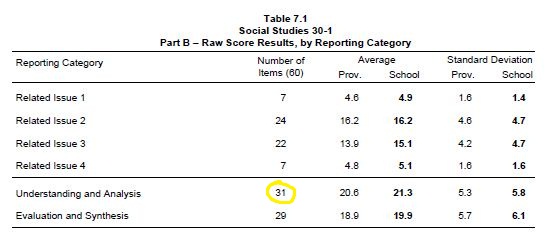
* 1. O6 – in PDF results file, Table 7.1



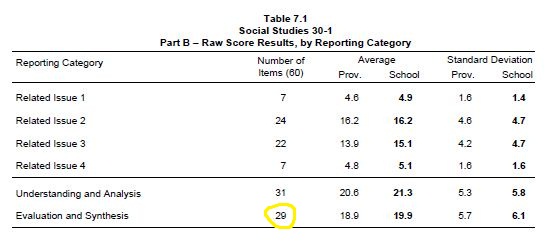
* 1. P6 – in PDF results file, Table 7.1



* 1. Q6 – in PDF results file, Table 7.1



* 1. R6 – in PDF results file, Table 7.1



* 1. S6 – write 5
  2. T6 – write 5
  3. U6 – write 5
  4. V6 – write 5
  5. W6 – write 5
  6. X6 – write 5
  7. Y6 – write 5
  8. Z6 – write 5
  9. AA6 – leave blank
  10. AB6 – write 5

1. The Summary Data, Summary Graph, and Yearly Graphs are now available for analysis.